

Work Group: KEN IT Coordination Committee

Date	7/26/06	Time	3:00pm
Facilitator	K. Ann Riggs	Scribe	Teresa Tackett
Location	Rm. 924-Plaza Twr.	Call-In #	502-564-1846

Agency / Attendees

Educ.	Ann Riggs – Committee Member
COT	Tom Ferree – Committee Member
CPE	Allen Lind – Committee Member
KDE	David Couch – Committee Member
ConnectKy	Brian Mefford – Committee Member
COT	Brad Watkins - Guest
LRC	Tom Willis – Guest
OSBD	Bob Shimer – Guest
OSBD	Glenna Mays – Guest

Agenda/Decisions

Item:	Call to order	Decision(s)
1		
Item:	July 12th Minutes Approved	Decision(s)
2		Tom motioned and Brian seconded the motion to approve minutes for the July 12 th meeting.
Item:	Ken.ky.gov	Decision(s)
3	Our Webmaster has met with Kentucky.Gov and gave them information for our ken.ky.gov website. We expect a prototype to be ready in a week or so.	We hope to be able to look at this link, in it's beginning stages, by our next meeting. We should be able to view our meeting minutes on this link.

Item:	Network Subcommittee	Decision(s)
4	Tim Sizemore is the chairperson for the	We have extended

	<p>Network subcommittee but he was unable to attend. David Couch filled in for Tim and passed out the KEN Functional Requirements Gathering Workgroup status report.</p> <p>We have not received responses and information back from many agencies. We do have information back from KDE, UL, and WFI.</p>	<p>the deadline from 7/21 to 7/31. Tim will make some calls to encourage responses. Hopefully we will have enough information to move forward.</p>
Item:	Applications Subcommittee	Decision(s)
5	<p>Miko Pattie has been named as chairperson of the Applications Subcommittee.</p> <ul style="list-style-type: none"> How much time would this involve? Possibly meeting twice a month, for an hour or two.... After their first meeting, she should bring their list of objectives back to us for approval 	<p>Ann would like the names of the staff from each agency who will be serving on this committee by Aug. 4th</p>
Item:	Business Plan	Decision(s)
6	<p>Ann asked the committee for help with the Business Plan. She has a draft plan started....from a template off the COT website.</p> <p>It should contain:</p> <ul style="list-style-type: none"> Governance & Operating Structure Executive Summary Critical Path document <p>We need to have this document ready to submit at the A & R Meeting at the end of September.</p>	<p>We are on the agenda at the A & R Mtg. at the end of September. We'd like to have this document completed by Aug. 31st. Any submissions made to her will be incorporated into the "draft" and we'll be able to review and revise at each of our IT Coordination meetings until the deadline.</p>

Item:	Open Discussion	Decision(s)
7	<p>Implementation –</p> <ul style="list-style-type: none"> Workorders could possibly start going out in September. The Implementation Plan will have to come from the Network Subcommittee. 	

	This subcommittee will be getting together and will be discussing how this will be technically viable for each agency.	
Item:	Open Discussion	Decision(s)
8	Program Manager – It was discussed that our budget will not allow us to hire both a manager and a staff person, therefore; we are looking for another candidate for the program manager job who will be able to produce the detailed documents/reports along with managing this project.	Another candidate is needed asap, but until we hire someone we need to move ahead and produce some necessary documents, such as the Business Plan.
Item:	Open Discussion	Decision(s)
9	Minutes made public – There was some discussion about the minutes being sent out before they are actually being approved in the next meeting. From now on, they will not be sent out until the day of our meeting and will be approved and then posted on the Ken.ky.gov website.	Ann will be checking further with Sally Hamilton on the procedures regarding minutes.

Other Discussions

New/Other Business – Discussions and Decisions:

Next Steps

Action Items Assigned in this Meeting:

Next Meeting	Agenda Items Suggested and/or Moved Forward
	Items:
8/9/06	

KPID = Key Point(s) Influencing Decision (*e.g. timing, funding, access, security issues, MoU or other signatory approval needed, etc.*) will be noted as and if they apply to individual decisions.